JOB DESCRIPTION

Associate Director – Brand Creative Services

**Definition of Class**
This is a supervisory position in which the incumbent manages and oversees the day-to-day operations of the University Publishing Center. The incumbent is responsible for customer satisfaction by ensuring the best possible image of the University is printed. The incumbent makes executive decisions in the absence of the Director.

**Examples of Work Performed**
Assists the Director in all business operational functions.

Researches, evaluates, and recommends capital equipment purchases.

Acts as liaison with outside vendors that performs various tasks in order to complete printing jobs.

Assists in long-range planning on projections and goals.

Performs administrative duties regarding all budget matters, employment decisions, performance evaluations, and leave schedules.

Interprets and explains complex policies and procedures.

Determines customer needs and ensures all aspects of the job are met with attention to both quality and cost effectiveness.

Bills for all completed and delivered jobs.

Acts as Warehouse Manager; maintains all operating supplies and needs.

Supervises Printing Services staff and coordinates their work assignments.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises, trains, and coordinates the activities of the Printing Services Staff.
2. Oversees the day-to-day operation of the University Publishing Center.
3. Ensures high quality jobs are printed.
4. Assists the Director in all business operational functions.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related...
education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

- **Vision:** Requirements of this job include close vision and color vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear; stand; use hands to finger, handle or feel; and reach with hands and arms. The incumbent is occasionally required to walk; sit; climb or balance; taste or smell; stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Associate’s Degree in Graphic Design or related field from an accredited two-year college or university.

  AND

- **Experience:**
  Five (5) years of experience related to the above described duties.

- **Substitution Statement:**
  Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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